



Daytime Conference Fees & Services through June 30, 2016

Rockville Civic Center Park
603 Edmonston Drive
Rockville, MD 20851

Phone: 240-314-8660
Fax: 240-314-8669
Virtual Tour: www.rockvillemd.gov/tours

The Rockville Civic Center Park, owned and operated by the City of Rockville, has many unique facilities available for weekday conferences, meetings and other special events including Glenview Mansion, the Cottage at Rockville Civic Center, the F. Scott Fitzgerald Theatre and the F. Scott Fitzgerald Theatre Lower Level Social Hall.

-Fees and services apply Monday through Friday for daytime conference rentals until 5pm only. Friday conference rentals may be limited to an earlier end time due to special event rentals.

-An available date may be placed on hold for 4 business days at no charge. A fully paid contract including all rental fees, food services, audio/visual requests and room set-up must be completed before the expiration of the hold.

-Acceptable forms of payment: MasterCard, Visa, check or cash only.

-Contracts may be completed through contacting our office staff via e-mail or phone.

-All set up time, conference time and clean up time must be included in the paid rental period.

-Tables and chairs will be provided and set up by the facility. Renter is responsible for table linens, if desired.

-Rockville rates apply to private companies within corporate limits of the City of Rockville.

-Non-Rockville rates apply to companies located outside corporate limits of the City of Rockville and to **ALL** government agencies, regardless of location.

-Cancellation Policy: Once a signed and fully paid contract has been received by the City, a 50% cancellation fee will be charged if the conference is cancelled more than 7 calendar days prior to the date of the conference. The date of cancellation is determined by the date that written notice (signed by the renter who signed the initial contract) is received in our office. All contracted fees, including food service charges are forfeited if cancellation occurs 7 calendar days or less prior to the date of the conference.

-At any time, there will be a additional 10% charge (of the total contracted amount) paid at the time of rescheduling to choose another date another date, pending availability.

-Any time after the initial paid contract, any changes to time, set up, food orders, audio/visual needs or any other service provide by the Civic Center must be requested at least 3 business days prior to the date of the event.

-There may be other rentals simultaneously scheduled in the facility. Please inform attendees as to which areas are available for use per contract.

-In order to protect the surfaces in all our facilities, renters must utilize a special "painter's tape" to post flipchart papers or signs. Regular masking tape or scotch tape is strictly prohibited.

-Renters are responsible for their own linens if they wish tables to be covered. Renters must provide their own paper, pens and other conference materials.

Glenview Mansion Daytime Conference Rental Areas
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Area "A" (1st floor)

- Includes use of the Dining Room, Living Room, outside porch and terrace
- WIFI access available
- Maximum 50 attendees
- Shared foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (See Additional Services for Daytime Conferences)

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$545	\$90 each
Rockville	\$475	\$75 each

Area "B" (1st floor)

- Includes use of the Conservatory, Library & Lyon Room
- WIFI access available
- Maximum 70 attendees
- Shared foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (See Additional Services for Daytime Conferences)

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$545	\$90 each
Rockville	\$475	\$75 each

Area "C" (2nd floor)

- Includes use of Room 5 and Room 6 separated by a kitchenette
- Maximum 10 attendees for Room 5; 12 attendees for Room 6

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$440	\$75 each
Rockville	\$410	\$70 each

Glenview Cottage at Rockville Civic Center Park
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- Located in the side garden area of the Mansion
- Includes one conference room, access to kitchenette and one unisex restroom.
- Maximum 25 attendees depending on set up needs.
- WIFI access available

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$440	\$75 each
Rockville	\$410	\$70 each

F. Scott Fitzgerald Theatre

- Includes use of the auditorium, lobby for registration and a concession area
- Four hour minimum rental
- Maximum 446 persons
- Basic sound and lighting package provided by house technician; WIFI available
- Additional technical support available at \$25 per hour (minimum 4 hours)
- Note: The box office located in the lobby is open to the public Tuesday-Saturday from 2pm-7pm.
- Non-profit rates are available – please call 240-314-8663 for more information.

MONDAY - THURSDAY

Non-Rockville	\$243 / per hour
Rockville	\$211 / per hour

FRIDAY

Non-Rockville	\$396 / per hour
Rockville	\$338 / per hour

F. Scott Fitzgerald Theatre Lower Level Social Hall

- Four hour minimum rental
- Includes one large room with tables and chairs with WIFI access
- Includes use of kitchen area - refrigerator, sink, countertop space and a heating/warming convection oven (no top burners)
- Maximum 225 persons
- Non-profit rates are available – please call 240-314-8663 for more information.

MONDAY - THURSDAY

Non-Rockville	\$203 / per hour
Rockville	\$185 / per hour

FRIDAY

Non-Rockville	\$259 / per hour
Rockville	\$226 / per hour

ADDITIONAL SERVICES FOR DAYTIME CONFERENCES:

These services are available for Glenview Mansion Conference Facilities, Cottage rentals and rentals of less than 70 people in the F. Scott Fitzgerald Theatre Social Hall. For events exceeding 70 people, the renter is responsible to contract with an independent catering company. A list of caterers familiar with the facilities may be obtained from the Glenview Mansion office.

Coffee/Tea Set Up (30 cups)	\$35.00
Coffee/Tea Set Up (72 cups)	\$75.00
Canned Soda(Regular, Diet)	\$1.00 / each
Purified Bottled Water	\$1.00 / each
Breakfast Menu	\$7.00 - \$12.00 / per person
Lunch Menu	\$10.00 - \$14.00 / per person
Snack	\$5.00 - \$6.00 / per person
Kitchen Use/Food Fee	\$80.00 (if group is contracting a licensed and insured caterer)
	(NO potluck or homemade food is permitted at Glenview Mansion)
Holiday Fee	\$100.00 (all events booked in December)

AUDIO / VISUAL EQUIPMENT

The following audio / visual packages and individual items are available at all Rockville Civic Center daytime conference facilities. All audio / visual equipment items are subject to availability on a first-come, first-served basis.

PACKAGES

Package #1

LCD Projector, split-level projector/laptop stand, screen and extension cord \$100

**PLEASE NOTE: MANSION SYSTEM IS NOT COMPATIBLE
WITH APPLE. IF USING A MAC, PLEASE BRING YOUR OWN
CONNECTOR CABLES.**

Package #2

Slide projector, projector stand, screen and extension cord \$50

Package #3

Overhead projector, projector stand, screen and extension cord \$50

Package #4

Stand-up floor podium with built-in microphone/amplification system \$50

Package #5

Television with DVD/VHS combination player on a rolling cart \$50

Package #6

Projector stand, screen and extension cord \$30

Package #7

One easel with paper flipchart, markers, and "blue" painters tape for hanging flipchart paper on the walls (up to 6 easels available) \$25

INDIVIDUAL ITEMS

Projector Stand	\$15
Screen	\$15
Speaker Phone	\$15
Second pad of paper for an easel	\$10
Extension Cord	\$5
Roll of Blue Painter's Tape (does not damage wall surfaces)	\$5
Easel (no supplies provided)	\$5
Wireless Internet (Mansion Area A & Area B only)	\$0

Glenview Mansion Conference Food Services

The following information applies to conferences and meetings of 70 persons or less held at the Glenview Mansion, Rockville Civic Center Cottage or the F. Scott Fitzgerald Theater Social Hall.

- All conference food services must be ordered at the time of contracting the facility.
- Modifications to the menu selections are not possible. However, please contact Rockville Civic Center office staff at 240-314-8660 for special dietary needs options.
- All condiments are served on the side.
- Any changes must be made at least 3 business days prior to the event date.

BREAKFAST OPTIONS

All breakfast options include coffee set up including coffee, powdered creamer, sugar, stirrers and napkins.

\$7.00 per person	#1	<u>Continental</u> Assorted Muffins Bottled Juice
\$10.00 per person	#2	<u>Continental Plus</u> Assorted Muffins and Pastries Bagels w/Cream Cheese & Fruit Spreads Fruit Salad Bottled Juice
\$12.00 per person	#3	<u>Deluxe Special</u> Quiche: (Pick 1) Lorraine (Bacon & Onion) Broccoli Mushroom Meat Selection: (Pick 1) Bacon Sausage Links Mini Muffins Bottled Juice

Breakfast Additions (\$2 per person)

Fruit Tray
Fruit Salad
Bacon or Maple Sausage
Yogurt (Regular or Low-Fat)
Multigrain Bars
Granola Bars

LUNCH OPTIONS

NOTE; INDIVIDUALIZED ORDERS ARE NOT POSSIBLE. GROUPS SHOULD ORDER A SAMPLING OF BOX LUNCHES OR PRE-MADE SANDWICHES.

BOXED LUNCH OPTIONS

Served in individual boxes with lemonade and iced tea beverages.

\$12.00 per person	Usual Suspects	Usual Suspect Sandwich* Fruit Cup Chips & Cookies
\$14.00 per person	Gourmet	Gourmet Sandwich** Caesar Salad Mini Cheesecake & Cream Puff
\$12.00 per person	Salad Option #1	Tuna or Chicken Salad Roll w/butter Fruit Cup & Cookies
\$13.00 per person	Salad Option #2	Chicken Caesar, Blackened Chicken or Chef Salad Roll w/butter Fruit Cup & Brownie

PRE-MADE SANDWICH OPTIONS

Displayed on platters, buffet-style with lemonade and iced tea beverages.

\$10.00 per person	Usual Suspects #1	Usual Suspect Sandwich* Chips & Cookies
\$12.00 per person	Usual Suspects #2	Usual Suspect Sandwich* Garden Salad Cookies & Brownies
\$13.00 per person	Gourmet	Gourmet Sandwich** Field Mix Doublebite Cheesecakes

*Add Fruit Cup to Pre-Made Sandwich Options for an additional \$3 per person

SANDWICH CHOICES:

*Usual Suspects:

Tuna Salad	Roast Beef & Cheddar	Smoked Turkey
Ham & Swiss	Italian Hoagie	Chicken Salad
Chicken Breast	Vegetarian Special	Corned Beef & Provolone

**Gourmet

Traditional Club	Roast Beef & Brie	Russian Reuben
Turkey/Bacon	Stuffed Chicken Breast	Orange Dijon Chicken Bagel
Vegetarian Special	Italian Hoagie	

PLATTER OPTIONS

Displayed on platters, buffet-style with lemonade and iced tea beverages.

\$13.00 per person

Deli-Tray Make Your Own Sandwich Platter

Meat Selections (Pick 4)

Roast Beef, Smoked Turkey, Ham, Corned Beef, Salami, or Cuban Pork
Vegetarian Choice: Sautéed Eggplant, Southwestern Rice or Tomato Basil

Meat Salad Selections (Pick 1)

Tuna or Chicken

Cheese Selections (Pick 3)

Swiss, Cheddar, American or Provolone

Side Salad Selections (Pick 1)

Pasta Primavera	Garden Salad	Macaroni Salad
Caesar Salad	Asian Noodle Salad	Cucumber/Tomato Salad
Fresh Fruit Salad		

Dessert Selections (Pick 1)

Oven Fresh Cookies
Cookies and Bars

\$14.00 per person

Entrée Salad Sampler Platter

Guidelines for Ordering: 1-10 people: 1 entrée and 1 side
11-20 people: 2 entrees and 1 side
21 or more people: 2 entrees and 2 sides

Entrée Salad Selections (see Guidelines for Ordering)

Chicken Caesar
Tuna
Chicken Salad
Blackened Chicken
Chef Salad

Side Salad Selections (see Guidelines for Ordering)

Fruit Salad
Pasta Primavera
Macaroni Salad

Assorted Rolls w/butter
Oven Fresh Cookies

SNACK OPTIONS

Presented on a tray with a soda and bottled water for beverages.

\$5 per person (Pick 1)

Oven Fresh Cookies
Seasonal Fruit Tray

Cookies, Brownies and Blondies
Trail Mix & Pretzels

\$6 per person

Mini Extravaganza
(cheesecake, éclairs, cream puffs, cookies, brownies and blondies)